



# U3A Southern Highlands

## Health and Safety Policy

### Introduction

U3A Southern Highlands Inc. will endeavour to minimise the physical risk posed by our operation to our association, members and volunteers

### Purpose

The purpose of this policy is to identify potential physical risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

U3A Southern Highlands acknowledges its duty and will use its best endeavours to provide a safe environment for its members and volunteers. U3A Southern Highlands will put procedures in place that will, as far as possible, ensure that physical injuries to members and volunteers while participating in U3A courses are minimised and their consequences averted.

### Public Venue Procedures

- The Venues Coordinator will undertake an initial on-site risk assessment prior to any public venue being placed on the course venue maintenance database. This risk assessment will be completed using the U3A Southern Highlands-Public Venue Safety Checklist.
- The date of this initial risk assessment will be recorded in the venue notes on the Venue Maintenance database.
- Hard copies of the Public Venue Safety Checklist will be maintained by the Venues Coordinator
- Follow up risk assessments may be undertaken by the Venues Coordinator or a designated person when it is deemed appropriate by the U3A Southern Highlands Management Committee.
- In the case of higher risk activities like sports, dancing and walks, the Course Leader shall undertake an initial on-site risk assessment to ensure the suitability of the activity. This will occur in consultation with the Course Coordinator who will ensure that appropriate warnings for the activity and level of fitness required to participate in the activity will be communicated in the Course description.
- While every endeavour will be made to maintain the health and safety of our members, participants in courses that involve physical activities will be asked to sign a waiver to ensure U3A Southern Highlands are not liable for any expense incurred as a result of an incident occurring during a U3A course.
- Course leaders and co-leaders are to be reminded of the general duty of care responsibilities they have for the participants in their courses. This reminder will be written into the Course Leaders Handbook and will be included in the general email the Course Coordinator sends out to course leaders prior to course commencement each term.
- Course leaders and co-leaders are to be encouraged to make themselves aware of evacuation and emergency procedures in place at their venue and to communicate these procedures to course participants appropriately.
- The U3A Southern Highlands accident report form will be made available to all course leaders.

- Accident reports will be sent to and maintained by the Secretary who will table them at the next available Management Committee meeting. The Management Committee will determine whether there is a need for a follow up recommendation to avert the incidence of future similar occurrences.

## Home-Based Venue Procedures

- When a course is planned to be held in a private home the Venues Coordinator will undertake an on-site risk assessment of the home. This risk assessment will be completed using the U3A Southern Highlands-Home Venue Safety Checklist.
- The date of this initial risk assessment will be recorded in the venue notes on the Venue Maintenance database
- The Venues Coordinator will maintain a hard copy of the Home Venue Safety Checklist.

## Responsibility for personal safety

Safety is EACH MEMBER'S RESPONSIBILITY.

Individuals' Specific Responsibilities:

- Be aware of the dangers of tripping on cables. Ensure an obstacle (eg chair) is put in place to avoid tripping.
- WALK - DON'T run.
- You are advised to bring you own mug/cup when a course includes tea breaks.
- Take great care if dealing with hot water.
- When stacking or unstacking chairs, carry no more than 2 chairs at any one time.
- Two people to carry each table.
- For all courses that involve physical activities, for their own safety and the safety of others, members must be physically able and fit to participate. You will be asked to sign a waiver prior to commencing the course.

## Ambulance Policy

If you are unsure about whether a person requires an ambulance, you should call Triple Zero (000). Below are a few examples of medical emergencies which would require you to call Triple Zero (000 for landlines; 112 for mobile phones):

- chest pain or chest tightness
- sudden onset of weakness, numbness or paralysis of the face, arm or leg
- breathing difficulties
- unconsciousness
- uncontrollable bleeding
- sudden collapse or unexplained fall
- suspected fracture

- unexplained fitting in adults
- severe burns

***This information should be used as a guide only.***

## Fire Safety and Evacuation

If you see fire or smoke, do not panic or shout. Remain calm - remember RACEE:

RESCUE - Rescue any people in immediate danger (only if it safe to do so).

ALARM - Raise the alarm - ring the Fire Brigade on 000

CONTAIN - If practicable, close all doors and windows to contain the fire (only if it safe to do so).

EXTINGUISH - Try to extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so.

EVACUATE - to a designated Evacuation Area, or safe area.

## Incident/Accident Report

All Course Leaders need to take with them to their course a copy of the Incident/Accident Report in case of need. Completed Incident/Accident Reports are to be sent to the Secretary. The report form is shown below.

## Insurance

### **Public Liability Insurance**

*Members should be aware that U3A Southern Highlands Inc contributes to a Group Cover taken out by U3A Network NSW Inc. for Public Liability Insurance. The cover is provided by AON. This insurance covers U3A, its Members or invitees, in the event they are sued for negligence by causing damage to property or injury to persons at the site on which the U3A activity occurs only. Limitations apply Members are not covered by an accident policy.*

*Details of the cover and the Cover Summary, the Policy and Certificate of Currency is available on our U3A website: [www.sohiu3a.org.au](http://www.sohiu3a.org.au) by going to the NSW Network Link, and activating "Insurance for U3A Associations" under the "U3A Governance" Tab*

*For a claim to succeed liability would need to be proven, and the Insurance Company would be involved in defending the action. Insurance companies generally defend such actions with vigour.*

### **Volunteer Insurance**

*U3A Southern Highlands Inc has an insurance policy which covers those members who are formally classified as volunteers for any injury incurred in pursuit of U3A duties. The coverage is for costs not covered by Medicare. Volunteers are classified as those members who are Course leaders and Course Assistants (whose names appear on the Course Attendance List). Other members will need to use their own medical insurance to cover any costs incurred as a result of injury incurred during a U3A activity.*

Each term The Wise Owl newsletter will include information alerting members to the insurance cover.

## Authorisation

This policy was adopted by the Committee of Management of U3A Southern Highlands in March 202

**U3A SOUTHERN HIGHLANDS IN  
INCIDENT/ACCIDENT REPORT**

Completed Incident/Accident Forms are to be sent to the Secretary.

COURSE: \_\_\_\_\_

MEMBER'S NAME: \_\_\_\_\_

COURSE LEADER: \_\_\_\_\_

DATE OF INCIDENT/ACCIDENT/INJURY: \_\_\_\_\_

TIME: \_\_\_\_\_

WHAT HAPPENED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NATURE OF INJURY \_\_\_\_\_

BODILY LOCATION OF INJURY \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS NAME (1):

WITNESS NAME (2): \_\_\_\_\_

SIGNATURES:

MEMBER \_\_\_\_\_

COURSE LEADER \_\_\_\_\_

WITNESS (1) \_\_\_\_\_

WITNESS (2) \_\_\_\_\_

Please return as soon as possible to Secretary, U3A Southern Highlands, P.O. Box 421, BOWRAL NSW 2576

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